

# **United States Bankruptcy Court for the Middle District of Georgia**

## **Electronic Case Files (ECF) - Phase 1**

Electronic Case Files - Phase 1 provides an easy-to-use electronic document feature that will make life easier for you by allowing you to submit and view electronic documents over the Internet.

### **What Does ECF - Phase 1 Offer?**

ECF will allow attorneys to submit and view electronic documents from their office, home or anywhere they have access to the Internet, 24 hours a day. ECF also provides the following benefits:

- The ability to download and print copies of documents directly from the court system
- Concurrent access to documents by multiple parties
- Potential reduction in courier fees

### **What Do I Need to Use ECF - Phase 1?**

- A personal computer running a standard platform such as Windows
- Word processing software and /or software to convert documents into PDF
- Internet access and a browser (the system has been tested with Netscape and Internet Explorer)
- A Web PACER account (PACER Service Center: [pacer.psc.uscourts.gov](http://pacer.psc.uscourts.gov))
- Scanning equipment may be useful

### **How Does it Work?**

ECF accepts copies of documents in portable document format (PDF). PDF retains the way a document looks, so the pages, fonts and other formatting are preserved. Filing a document with the court's ECF system is easy:

- Create the document and save or print it in Adobe PDF version 5 format.
- Log onto the court's PACER system at [pacer.gamb.uscourts.gov](http://pacer.gamb.uscourts.gov).
- Enter the case number, then click on Submit Electronic Document.
- Select the document type, attach the PDF document, and submit it to the court for processing.
- Print the ECF electronic receipt confirming that the document was submitted.

### **Are There Fees?**

There are no added fees for submitting copies of documents over the Internet using ECF; existing filing fees do apply. Electronic access to court data is available through the Public Access to Court Electronic Records (PACER) program. Copies are available for viewing or downloading at seven cents per page. Directed by Congress to fund electronic access through user fees, the judiciary has set the fee at the lowest possible level sufficient to recoup program costs.

**Please Note: Filing of paper documents is still required. Electronic documents are not part of the official case file.**

### **Contact Information**

Daniel Sikes (478) 752-3506 ext. 3354 or [daniel\\_sikes@gamb.uscourts.gov](mailto:daniel_sikes@gamb.uscourts.gov)